

**DRAFT**

**Housing Authority  
Of the  
Town of Exeter  
277 Water Street  
Exeter, NH 03833  
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**M I N U T E S  
Board of Commissioners  
Friday, September 11, 2020 3:15 PM  
Via Teleconference**

**Item #1. Roll Call** – The roll call was taken. Present at the meeting were:

Chair Person	Renee O'Barton
Co Vice-Chair Person	Vernon Sherman
Co Vice-Chair Person	Boyd Allen
Commissioner	Pam Gjetum
Commissioner	Margaret Matick
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Housing Choice Voucher Manager	Margaret Dooling
Public Housing Manager	Jill Birch

**Item #2. Approval of the Minutes of the August 7, 2020 Meeting**

Co Vice-Chair Person Allen made a motion to approve the minutes as presented seconded by Commissioner Gjetum and the minutes were approved with a vote of 5 ayes and 0 nays.

**Item #3. Response to COVID-19 Update:**

Executive Director Teixeira reported that both residents and staff remain healthy with no COVID-19 cases reported. The health and safety measures that we implemented early on remain in effect and appear to be having a positive effect. Some of our residents are anxious to reopen the building to visitors while others are pleased with the conservative approach we are taking. We understand the desire to reopen the building but to do so at this time could have negative effects especially with the flu season approaching and schools reopening. The EHA recommendation is to remain vigilant and continue with the measures that are currently in place.

Executive Director Teixeira announced that in efforts to help residents who are struggling with the isolation, the EHA recently partnered with the Boys and Girls Club. Beginning next week, they will bring outdoor exercise programs to 277 Water Street. The walking program will be held on Wednesdays and the exercise program which will include "Senior Strength & Conditioning", "Gentle Yoga", "Zumba Gold", and "Pilates" will be

held on Thursdays under our newly purchased tents. We are hopeful the additional activities will bring some relief to residents who are struggling with the social isolation.

Executive Director Teixeira noted that residents on the Public Housing Family side appear to be doing okay. The EHA is working with a handful of residents who have fallen behind on their rent but for the most part most are doing okay. A few of the residents who did apply for rental assistance under the COVID-19 Housing Relief Fund were successful getting all their back rent paid which brought some much-needed financial relief to the struggling families. Executive Director Teixeira also mentioned that staff would be grilling for residents on Fridays while the weather cooperates.

Both Chair Person O'Barton and Co Vice-Chair Person Sherman agreed with the vigilant approach. Commissioner Gjettum inquired if the exercise classes would be instructed by students and Executive Director Teixeira noted it would be staff from the YMCA.

**Item #4. Approval of Operating Budget FY2021 (Board Resolution)**

Executive Director Teixeira read through the Operating Budget for FY21. He noted that, like previous years we go into a new budget year not knowing what our actual subsidies will be for FY21. Once the funding is announced we can circle back and revise the budget to reflect the actual subsidies. Chair Person O'Barton read the following resolution to accept the budget and the resolution was approved with a vote of 5 ayes and 0 nays.

**HUD-9014**

**(11-68)**

**Board Resolution of the Exeter Housing Authority to Approve  
the Operating Budget for Fiscal 2021**

The following resolution was introduced by Chairwoman O'Barton on September 11, 2020 and  
read in full and considered:

**RESOLUTION NUMBER 09-2020**

**Resolved:**

**Be it resolved by the Board of Commissioners to adopt the Operating Budget for Fiscal Year  
2021**

**AYES**

**NAYS**

Chair Person O'Barton  
Co Vice-Chair Person Sherman  
Co Vice-Chair Person Allen  
Commissioner Gjettum  
Commissioner Matick

#### **Item #5. Range Replacement Project at 277 Water Street**

Executive Director Teixeira announced that sealed bids were scheduled to be opened on Monday August 31st however, once again no bids were submitted. The lack of interest appears to be with the vendor having to remove the old ranges and install the new ones. At this point it appears the only way we are going to get this project completed is if handle the swap out in-house. We are recommending the project go back out to bid for supply only and have EHA handle the removal and install with assistance from one of our reliable contractors. Executive Director Teixeira noted that they are working with a vendor who may be able to work under the government contract umbrella and a conference call is scheduled with them to discuss. Maintenance Supervisor Harding-Smith noted that he would prefer the install be done in increments with the pandemic and the flu season approaching, however the goal being sometime in November. Commissioner Gjetum stated that the “do it yourself” method seemed to be the way to go and Maintenance Supervisor Harding Smith noted that he was quite comfortable with the vendor and happy they have taken the next step to make this project happen. Executive Director Teixeira noted it would be nice for residents to have the ranges prior to the holidays.

#### **Item #6 Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that Water Street unit #224 is currently in the turnover process and scheduled to receive new paint. The unit will be leased on October 1<sup>st</sup>. He also noted that Wi-Fi installation and camera upgrades are near completion at Water Street as well. Tutorials on electronic device setup and options for the residents will take place in the coming weeks.

Maintenance Supervisor Harding-Smith updated the board that the vinyl siding project at Linden Fields is halfway through completion. The community room and building C, which includes units 1-5, are complete and building B is in progress. The EHA has also provided a cleanout dumpster to the residents this week to allow for a pre-winter cleanup of their apartments and grounds.

Maintenance Supervisor Harding-Smith reported that staff is concentrating on exterior repairs at all properties while weather is still in our favor. Staff are preparing for the REAC inspection which will likely be in the winter of 2020/2021. Precautionary COVID-19 measures are being taken by all parties involved. The EHA is awaiting confirmation of the nationwide protocols which will be used to conduct the REAC inspections. There have been many changes to the REAC format and maintenance staff is utilizing online training to prepare.

Executive Director Teixeira took a moment to acknowledge Maintenance Supervisor Harding-Smith and IT consultant Marks on their work on the WI-FI project, he noted that they have done a great job, particularly where Maintenance Supervisor Harding-Smith

has so many other projects going on. Executive Director Teixeira encouraged commissioners to drive by the Linden Fields property to see how beautiful the new siding looks.

**Item #7. Housing Choice Voucher Managers Report**

Housing Choice Voucher Manager Dooling reported the following totals:

August Totals as of 1 <sup>st</sup> of the Month	169 Units	\$122,408
Mid-month lease up		<u>309</u>
August Totals as of last day of Month	170	\$122,717

Housing Choice Voucher Manager Dooling reported that through 8 months the program is doing well. She reported that applicants are being screened to issue vouchers that we know are coming available. The EHA is hopeful that it will be able to keep the vouchers leased up and the average as close to 169 as possible. Co Vice-Chair Person Sherman inquired why people were going off the program voluntarily and Housing Choice Voucher Manager Dooling stated that many were going to live with other family or to nursing homes and she was anticipating 4 to 5 vouchers coming available. Housing Choice Voucher Manager Dooling noted that she was still struggling filling these vouchers with COVID-19. Commissioner Gjettum mentioned that perhaps people were doing better than we thought while Co Vice-Chair Person Sherman thought it may have more to do with people be fearful to make any move right now. Chair Person O'Barton added that the numbers look great and that Housing Choice Voucher Manager Dooling is doing a fantastic job. Executive Director Teixeira noted that the program will fall approximately \$25,000 under budget on the HAP payments and Housing Choice Voucher Manager Dooling noted that almost all landlords have received rent increases.

**Item #8 Ten Minute Audience Participation:**

No audience members joined the call; therefore, no audience participation took place.

**Item #9. Executive Directors Report**  
**Financial Report:**

Executive Director Teixeira reported that both programs look great through ten months and both are expected to yield a surplus. Our fee accountant will be here next month to closeout FY20 and yearend figures will be provided at the November meeting.

Executive Director Teixeira added that we recently learned that HealthTrust anticipates a surplus in FY20 and will be distributing those funds back to group members. Our portion is expected to be \$5,044.

**Employee Evaluations:**

Executive Director Teixeira stated that employee evaluations are scheduled to be conducted this month and that commissioners would be notified when they are available for viewing.

Executive Director Teixeira added that the EHA will be hosting a flu clinic on October 1<sup>st</sup> and Commissioner Gjettum thought that was great. Co Vice-Chair Person Sherman

inquired if other housing authorities were back in their offices and Executive Director Teixeira noted that most were.

Commissioner Gjetum made a motion to adjourn the meeting, seconded by Commissioner Matick and Chair Person O'Barton adjourned the meeting at 3:40 P.M.

Respectfully Submitted,

Antonio Teixeira  
Executive Director

Renee O'Barton  
Chair Person